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ABSTRACT

The emergency manual for the Orange County Outdoor School provides phone numbers. procedures, safety rules, and plans in case of an emergency. Phone numbers are listed for fire and medical emergencies, police, and highway department. General emergency procedures are outlined in case of fire, vandalism, accidents, illness, power failure, animal bites, earthquake, flood, and storm. General safety regulations include crossing the highway, use of hand tools, and what to do if a major accident or injury occurs. Forms for accident report, industrial injury medical service order, and supervisor's report of employee injury are included. Procedures and plans are described for bus evacuation, fire, attack/earthquake, flood, search and rescue, food poisoning or camp epidemic, and rattlesnake or spider bite. (ERB)

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ORANGE COUNTY OUTDOOR SCHOOL PHONE NUMBERS

CEDAR FALLS:

FOREST HOME:	(714) 794-1908
Pines	(714) 794-6526
Ponderosa	(714) 794-4727
Rancho	(714) 794-5715
Infirmary	(714) 794-1127 X326
LOCH LEVEN:	(714) 794-6586

Dan Baker, Principal
Home Phone: (714) 792-5203

ORANGE COUNTY OUTDOOR SCHOOL

EMERGENCY MANUAL

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ORANGE COUNTY OUTDOOR SCHOOL

EMERGENCY PHONE NUMBER

THE EMERGENCY PHONE NUMBER (CENTRAL DISPATCH) FOR ALL OUTDOOR SCHOOL SITES TO CALL IN THE CASE OF FIRE OR MEDICAL EMERGENCY IS:

(714) 864-0911

BE READY TO GIVE THE FOLLOWING INFORMATION WHEN YOU CALL:

1. Your name
   The site's address
   The phone number you are calling from
2. Nature of the emergency (fire, medical)
3. Type of assistance needed
   a. Fire trucks
   b. Ambulance
   c. Doctor
   d. Helicopter
4. Stay on the phone until the Central Dispatcher says it is no longer necessary

ORANGE COUNTY OUTDOOR SCHOOL

IMPORTANT PHONE NUMBERS*

FIRE:	864-0911	Emergency Phone Number/Central Dispatch
	794-1123	Mill Creek Ranger Station
	864-0911	Forest Home Fire Department
	796-0211	Yucaipa/Mentone Fire Department
	793-2332	Redlands Fire Department
MEDICAL:	793-3101	Redlands Hospital
	797-9111	Yucaipa Clinic
	793-3208	Dr. Timothy O'Neil (Camp Doctor)
	793-3311	Dr. Witter (Beaver Medical Clinic)
	793-7311	Loma Linda Hospital (helicopter service)
	793-2211	San Bernardino County Health Department

EMERGENCY PERSONNEL: If emergency medical assistance is needed, the following people are EMERGENCY MEDICAL TECHNICIANS:

(FOREST HOME) Name	Phone	Ext.	Home Phone
Campbell, Len	794-1127	212	794-2574
Gates, Steve	"	239	794-1288
Neighbors, Cathie	"	263	794-2377
Neighbors, Paul	"	229	794-2377
Palmese, Hyla	"	212	794-4148
Ziegler, Fred	"	246	794-1804

The following are EMERGENCY MEDICAL ASSISTANTS, the training is not as extensive as EMT but they are able to assist in emergency situations:

(FOREST HOME)	McClaugherty, Steve	794-1127	239,251	794-2359
(LOCH LEVEN)	Hall, Ira	794-2507	--	794-2507
(U.S. FOREST SERVICE)		383-5588		

HIGHWAY DEPARTMENT:

794-3411	Road Conditions
887-7911	Road Closures (CAL TRANS)

POLICE:	797-1145	San Bernardino County Sheriff (in Mentone)
	887-7911	California Highway Patrol (San Bernardino)
	845-4661	California Highway Patrol (Banning)

ORANGE COUNTY DEPARTMENT OF EDUCATION:

Lamm, Nat	953-3976	(Home: 1-541-2010)
Martinez, Gil	953-3970	(Home: 1-662-2400)

* All phone numbers are in the (714) area code unless noted otherwise

GENERAL EMERGENCY PROCEDURES

FIRE PLAN: (see page 15)

1. Execute Fire Plan

2. Call EMERGENCY PHONE NUMBER (864-0911) at Lake Arrowhead.

   Report: Fire
   Location (Forest Home, Loch Leven or Cedar Falls)
   Services Needed (i.e., ambulance, helicopter, doctors, etc.)

   Notify:

		794-2359
Forest Home -	Steve McClaugherty (maintenance)	794-1127,x239
Loch Leven -	Ira Hall or	794-2507
	Charlie Griffeth	794-6657
Cedar Falls -	Matt Dopps	794-2911

VANDALISM OR INTRUDERS:

1. Call Mentone Sheriff 794-1148
2. Notify on-duty maintenance man:

Forest Home	794-1127, x215, x275 or x284
Loch Leven	794-2507 or 794-6657
Cedar Falls	794-2911

ACCIDENTS:

1. Execute Accident/Injury Plan (see page 8)
2. Call Outdoor School Nurse:

Forest Home	794-1127, x226
Loch Leven	794-6586
Cedar Falls	--

3. Call Outdoor School Principal/Acting Principal:

Pines	794-6526
Ponderosa	794-4727
Rancho	794-5715
Loch Leven	794-6586
Cedar Falls	--

4. Nurse will call:
   a. Redlands Hospital 793-3101
   b. Parents
5. Nurse will fill out:
   a. Accident Report
   b. Insurance Claim Form
6. Certificated staff member will drive injured party to the hospital (depending on severity of injury). Parent Release Form and Insurance Form will be given to the hospital staff member (Parent Release Form will be returned to the Outdoor School Nurse after medical treatment is completed.)

ILLNESS (INDIVIDUAL):

1. Call Outdoor School Nurse:
   Forest Home 794-1127, x226
   Loch Leven 794-6586
   Cedar Falls --

2. If nurse determines the illness to be serious she will:
   a. Isolate the ill person in the infirmary
   b. Notify the Outdoor School Principal
   c. Notify visiting classroom teacher
   d. Notify the parent(s)

ILLNESS (MASS):

1. Call Outdoor School Nurse:
   Forest Home 794-1127, x226
   Loch Leven 794-6586
   Cedar Falls --

2. Nurse will notify Outdoor School Principals:
   Pines 794-6526
   Ponderosa 794-4727
   Rancho 794-5715
   Loch Leven 794-6586
   Cedar Falls --

3. Outdoor School Principal will notify:
   a. Forest Home (Dick Bennett) 794-1127,x214
      Cedar Falls (Matt Dopp) 794-2911
      Loch Leven (Ira Hall) or 794-2507
      (Charlie Griffeth) 794-6657
   b. Visiting classroom teachers
   c. Parents
   d. Principals of visiting schools
   e. Nat Lamm 953-3976 (Home 541-2010)

4. Make arrangements to have buses pick up ill students, if necessary.

POWER FAILURE:

Forest Home:
1. Notify Forest Home Maintenance 794-1127, x239
   or Steve McClaugherty's home 794-2359
2. If no answer, call Accommodations 794-1127, x245
   or Len Campbell's home 794-2574

Cedar Falls:
1. Notify Camp Ranger 794-2911

Loch Leven:
1. Check fuse boxes first, then call
   manager, Ira Hall, or 794-2507
   assist. manager, Charlie Griffeth 794-6657

For electrical failure:

1. Call Southern California Edison in Redlands 793-2153

For telephone failure:

1. Call General Telephone Repair Service in Redlands at 611
2. If unable to reach service office, call GT Business Office 793-7511

ANIMAL BITES:

1. Follow Accident Procedures (page 8)
2. See "Doctor's Standing Orders" posted in Infirmary
3. Notify San Bernardino County Health Department 793-2261

EARTHQUAKE/ATTACK:

1. Execute Earthquake Plan/Attack Plan (page 17)
2. Call emergency number: 864-0911
   Report: Location (Forest Home, Loch Leven or Cedar Falls)
   Services needed (i.e., ambulance, helicopter, doctor, etc.)
3. Notify:
   Forest Home Maintenance 794-1127, x239
   or Steve McClaugherty 794-2359
   Loch Leven - Ira Hall 794-2507
   or Charlie Griffeths 794-6657
   Cedar Falls - Matt Dopp 794-2911
4. Notify:
   Nat Lamm 1-953-3976 (Home 1-541-2010)
   or, if unavailable
   Gil Martinez 1-953-3970 (Home 1-662-2400)

FLOOD/WIND STORM

1. Execute Flood Plan (page 18)
2. Call emergency number: 864-0911
   Report: Location (Forest Home, Loch Leven or Cedar Falls)
   Services needed (i.e. ambulance, helicopter, doctor, etc.)
3. Notify:
   Forest Home Maintenance 794-1127, x239
   or Steve McClaugherty 794-2359
   Loch Leven - Ira Hall 794-2407
   or Charlie Griffeths 794-6657
   Cedar Falls - Matt Dopp 794-2911
4. Notify:
   Nat Lamm 1-953-3976 (Home 1-541-2010)
   or, if unavailable
   Gil Martinez 1-953-3970 (Home 1-662-2400)

GENERAL SAFETY REGULATIONS

At Forest Home, Loch Leven, and Cedar Falls, we have several natural and man-made hazards. You will find such potential hazards as insects, snakes and poison oak covered in other policies which will be explained in subsequent sections.

Paths and steps in camp are often uneven, crudely constructed, and rocky, so everyone must be careful when walking through the site area. Do not throw or roll rocks. Be careful when walking on rocks.

When the creek is full, use extreme caution as the current could be much stronger than it looks. Keep students from playing in or near the swiftly flowing creek.

When it is windy, do not stand under trees with large, dead limbs.

OTHER SAFETY REGULATIONS FOR CHILDREN

1. Never carry walking sticks - on the trail or in camp.
2. Do not throw anything.
3. Stay with the group at all times.

REMINDERS FOR ADULTS

1. Do not attempt to carry an injured child. If a child is unable to walk send someone to the infirmary to get the nurse and transportation (or a stretcher) to transport the child.
2. Notify the nurse of all injuries.
3. Keep the children safe, healthy, and happy!

SAFETY RULES FOR CROSSING THE HIGHWAY

At Forest Home and Loch Leven it is important for the students to cross the highway to reach the various study trails. The traffic coming and going in these areas is usually heavy between 8:00 and 9:00 a.m. and between 4:00 and 5:00 p.m. Throughout the day the traffic usually travels very fast, making crossing at any time rather dangerous.

The following safety rules will be used when crossing the highway by all students and staff:

1. Students will line up in a straight line parallel to the highway and remain very quiet. There should be an adult at each end of the line.

2. The students will look to the right, then look to the left, as the adult announces, "Look to the right; look to the left."

3. The adult will announce, "No cars this way." The second adult will answer, "No cars this way." The adult in charge will then announce, "Prepare to cross." The students should stand still, shoulder to shoulder

4. The adult in charge then commands, "Cross." The students and adults will then proceed in one straight line, walking quickly (but not running) across the highway.

SAFETY RULES FOR WALKING ALONG THE HIGHWAY

It is sometimes necessary for the students to walk along the highway to go to or return from a study activity. The highway often has rapidly moving traffic that could be a danger to the students and staff.

The following safety rules will be followed when walking along the highway, by all students and staff:

1. Students will walk in a straight line along the highway with and adult in the front and an adult in the rear of the line.

2. Students and adults will hike toward (facing) oncoming traffic.

3. When a vehicle approaches from the front, the adult at the head of the line will announce "car"; all the students will stop walking and move away from the highway and stand quietly. They will proceed after the car has passed.

4. When a vehicle approaches from the rear, the adult at the end of the line will announce "car"; all the students will stop walking and move away fron the highway and stand quietly. They will proceed after the car has passed.

5. When walking along the highway after dark, adults and children will carry flashlights. Flashlights should be turned on and pointed toward the ground to alert on-coming traffic.

SAFETY INSTRUCTION IN THE USE OF HAND TOOLS

The Orange County Outdoor School has a large quantity of tools and equipment. During staff training week all staff will be trained in hand tool safety. Before students use any hand tools, a staff person will demonstrate safe use of the tools. An adult must be present and in charge when these tools are used by students.

The following is a list of rules and safety procedures.

ROCK HAMMERS

1. Rock hammers may be used only if students are wearing safety goggles.
2. Each person must be at least 36 inches away from another person when using a rock hammer.

HAMMERS AND WEDGES (for splitting wood)

1. Safety goggles must be worn by persons using hammers and wedges.
2. Students must be at least 36 inches apart when using hammers and wedges.
3. Special care must be taken so that the thumb or knee is not struck.

BOW SAWS (for cutting wood)

1. The log being cut should be secured so that it does not roll.
2. Care must be taken so that the hand, thumb or knee is not struck.
3. Saws must be placed in a "safe" area or a "safe" position when not being used.

SHOVELS/RAKES

1. Shovels/rakes must be carried with the points toward the ground.
2. Shovels/rakes must never be carried over the shoulder.
3. A shovel/rake must be stored or placed in a position that will not cause injury when not in use.

MAJOR ACCIDENTS AND INJURY TO STUDENTS AND/OR STAFF

Accidents may occur, in spite of preventative measures, on a school site. However, accidents can be substantially reduced if emphasis is placed on safety precautions. Safety meetings will be called from time to time to accomplish this purpose.

The Nurse, Outdoor School Principals, Naturalists, and Unit Leaders shall continually work with the Cabin Leaders and the students on safety standards. The Cabin Leaders shall enforce safety standards and demonstrate correct procedures.

In the event of an accident to a student, the Nurse and person in charge will evaluate the extent of the injury and follow these procedures.

1. Provide immediate first aid.

2. Call the parents of the injured student and explain the situation tactfully. Keep parents informed at all times.

3. Fill out two (2) copies of the Orange County Outdoor School Accident Report Form (7/77 87663). Use ballpoint pen or type.

4. Fill out two (2) copies of the insurance form: United Pacific Insurance Company - Camper's Claim Form (Policy #RFL 4020, R.F. Lyons Insurance Company, Santa Ana).

5. If necessary, transport the student to Redlands Hospital or to the Yucaipa Clinic. The following forms are to be taken to the hospital:

    a. United Pacific Insurance Company - Camper's Claim Form (Policy #RFL 4020, R.F. Lyons, Santa Ana)

    b. Students "Parent Release Form" containing his home address, phone number, medical background and parent's signature.

6. In the event that a very serious accident occurs, the Outdoor School Principal must inform the administration at the Orange County Department of Education:

First	Nat Lamm	Office: 1-953-3976	Home: 1-541-2010
	or, if unavailable,		
Second	Gil Martinez	Office: 1-953-3970	Home: 1-662-2400
	or, if unavailable,		
Third	Fred Koch	Office: 1-953-3953	Home: 1-642-9769
	or, if unavailable,		
Fourth	Dr. Peterson	Office: 1-953-3907	Home: 1-547-4723

Accidents to High School Aides/Field Work Students

High school students from the R.O.P. program are selected to spend one week at the Orange County Outdoor School to assist Cabin Leaders. These students are covered by the same Camper Insurance Policy as the sixth grade students. In the event of an accident and/or injurty to a high school aide or field work student, the Outdoor School Principal and/or person in charge and the Nurse will follow the same procedures as listed for the visiting campers.

Each visiting high school aide gives the Outdoor School Nurse a signed waiver/parent release form upon his/her arrival at the Outdoor School site. This release form is kept and filed along with the students' forms. This form contains vital personal and medical information and emergency phone numbers.

Accidents to Staff Members

Any accident occuring on-the-job to staff members is covered by the Orange County Department of Education self-insured insurance fund. One copy of the Industrial Injury Medical Services Order (Keenan & Associates) needs to be completed by the Nurse or Principal. Two copies of the Supervisor's Report of Employees Injury will be competed by the Nurse.

Accidents to Visiting Classroom Teachers and Aides

Any accidents occuring on-the-job to visiting classroom teachers are covered by the Workers Compensation Insurance Fund carried by the local school district. Respective school agencies must be contacted within 24 hours of the accident.

WHEN CARING FOR AN INJURED PERSON, FOLLOW THE PROCEDURE ON PAGE 8.

Staff Illness

a. Cabin Leader/Unit Leader/Nurses Aide: On-the-job illness is covered under the Outdoor School Camper Insurance Policy (#RFL 4020 - R.F. Lyons, Santa Ana). Follow procedure indicated on page 8.

b. Health Technician/Naturalist/Acting Principal/Outdoor Education Secretary/ Visiting Classroom Teacher/Principal: Any illness (job related or not) is covered under the major medical and dental policies provided by the Orange County Department of Education or the local school district.

   Policy numbers will be required for admittance to hospitals and for reimbursement of medical and/or pharmaceutical charges. The Orange County Department of Education Policy numbers are:

California Dental Service:		Group Number 1431-0000
Blue Cross:	Classified	16006C
	Credentialed	16006B
Health Net:		50205A

ORANGE COUNTY OUTDOOR SCHOOL
ACCIDENT REPORT FORM

DIRECTIONS: This form shall be completed in its entirety for all accidents involving participating student, staff, aides, and teachers. An *accident* is defined as an injury to the head, involves foreign bodies, possible fractures and dislocations, all bites, extensive burns or other body damage deemed serious by the staff and/or nurse.

1. Name_____ Sex_____ Birthdate_____
   last first m.i.

2. Home Address_____

   City_____ Home Phone_____
   zip

3. School_____ District_____ Teacher_____

4. Date of Accident_____ Time_____ a.m/p.m

5. Name of Supervising Teacher in charge at time of accident_____

   Name of staff member(s) present at scene of accident_____

6. Where did incident or accident occur? Check one or more items.

- ☐ Dining Hall
- ☐ Shower
- ☐ Bunk
- ☐ Lavatory
- ☐ On Trail – (Location)_____
- ☐ In Camp Area – (Location)_____
- ☐ Other – (Specify)_____
- ☐ Lodge – (Name of Lodge)_____
- ☐ Study Building – (Name or Number of Building)_____
- ☐ Cabin – (Number of Cabin)_____
- ☐ Stairs – (Location of Stairs)_____

7. Part(s) of body injured. (Check one or more; indicate location, right or left)

☐ Neck	☐ Wrist	☐ Ankle	☐ Nose
☐ Chest	☐ Forearm	☐ Lower Leg	☐ Lip
☐ Upper Back	☐ Elbow	☐ Knee	☐ Tongue
☐ Lower Back	☐ Upper Arm	☐ Upper Leg	☐ Cheek
☐ Abdomen	☐ Shoulder	☐ Hip	☐ Teeth
☐ Finger	☐ Toe	☐ Eye	☐ Forehead
☐ Hand	☐ Foot	☐ Ear	☐ Scalp

Other_____

8. Nature of Injury: (CHECK)

WOUNDS:
- ☐ Abrasion
- ☐ Laceration
- ☐ Incision
- ☐ Puncture
- ☐ Amputation
- ☐ Contusion (bruise)
- ☐ Animal Bite (kind of animal, date & time reported to County Health Agency)_____
- ☐ Snake Bite
- ☐ Other Bite_____ (ie, Black Widow Spider)

BURNS:
- ☐ Redness
- ☐ Blisters
- ☐ Third Degree Destruction

INJURY TO BONE, JOINT OR MUSCLES:
- ☐ Possible Dislocation
- ☐ Possible Fracture
- ☐ Swelling
- ☐ Deformity
- ☐ Pain
- ☐ Tenderness to Touch

FOREIGN BODY:
- ☐ Eye
- ☐ Ear
- ☐ Other_____

INJURIES TO TEETH:
(identify tooth (teeth) and show location with drawing)
- ☐ Possible Fracture
- ☐ Chipped
- ☐ Displacement (loose)
- ☐ Complete Displacement (out)

9. Describe accident and nature of injury checked in 8, (how it happened, what the student was doing, with what force or speed, nature of object causing injury, during what specific activity, etc.):

_____

_____

_____

10. Adult and / or Student Witnesses to Accident:

_____ Child_____ _____

name Adult_____ address city zip

_____ Child_____ _____

name Adult_____ address city zip

11. Action Taken:

a) Describe first-aid given on scene of accident and / or in Outdoor School infirmary:

_____

_____

b) How did patient get to infirmary? Walking_____ Carried_____ By whom _____

c) Was parent or guardian notified?

Yes____ No____ By whom:_____ _____

name position

Name of individual notified:_____

Relationship:_____ Date:_____ Time:_____

By what means: Telephone:_____ In Person:_____ Other:_____

If message delivered to "other person" (police, neighbor, school personnel), indicate:_____

_____

Person taking message and reason for using this method:_____

12. After first-aid treatment by Outdoor School personnel, what action was taken?

a) Sent to physician: Name_____ Date_____ Time_____

b) Sent to hospital: Name_____ Date_____ Time_____

c) Picked up by parent or guardian: Name_____ Date_____ Time_____

d) Returned to Activity: Date_____ Time_____ Released by_____

13. If patient was seen by a doctor, describe action taken, instructions, and followup:_____

_____

_____

14. Person(s) providing first-aid treatment to this child / adult for this accident:

_____

signature position date

_____

signature position date

15. Person completing this form:

_____

signature position date

Principal's review of this form:

_____

signature date

7/77 87663 This form must be retained, filed alphabetically by year, and stored for future reference.

Keenan & Associates

INDUSTRIAL INJURY MEDICAL SERVICE ORDER

School District: _____

Address: _____ Phone: _____

To: Dr. _____

Address: _____ City: _____

Please render medical aid to the following employee in accordance with the terms of the Workers' Compensation laws.

Employee: _____

Date of Injury: _____ I.D. No. _____

Nature of Injury: _____

Authorized by: _____

Date: _____

INSTRUCTIONS TO SCHOOL DISTRICT:

1. Complete reverse side in full and send with employee.
2. Check correct box below indicating local Keenan & Associates office.
3. Call Keenan & Associates in the event of serious accident.

INSTRUCTIONS TO DOCTOR:

1. Keenan & Associates is the administrator for the District's Self-Insured Workers' Compensation Program.
2. Prepare "Physician's & Surgeon's Report of Injury" (Workers' Compensation Form No. 5021) in triplicate.
3. Mail original and one copy of Form 5021 to Keenan & Associates at location checked below.
4. Mail one copy of Form 5021 to employer.
5. Mail all bills in duplicate to Keenan & Associates at one of the following addresses.

☐ 1430 Truxton Ave., Suite #504
Bakersfield CA 93301
(805) 327-5308

☐ P. O. Box 2374
Riverside CA 92516
(714) 788-0330

☐ 2002 N. Gateway Blvd., Suite #108
Fresno CA 93727
(209) 251-4249

☐ 4100 Moorpark Ave., Suite #[illegible]
San Jose CA 95117
(408) 296-8053

☐ 17748 Skypark Blvd., Suite #205
Irvine CA 92714
(714) 957-8077

☐ 3715 W. Lomita Blvd., Suite #200
Torrance CA 90510
(213) 373-8811

KEENAN & ASSOCIATES
SUPERVISOR'S REPORT OF EMPLOYEE INJURY

NAME OF INJURED:_____

AGE:_____ JOB TITLE:_____

DATE OF ACCIDENT:_____ HOUR_____ AM PM

DATE REPORTED:_____ HOUR:_____ AM PM

ACCIDENT LOCATION:_____

NATURE OF INJURY:_____

_____

NAME OF MEDICAL FACILITY:_____

_____

DID INJURED LEAVE WORK?_____ DATE:_____ TIME:_____ AM PM

DID INJURED RETURN TO WORK?_____ DATE:_____ TIME:_____ AM PM

DESCRIBE HOW ACCIDENT OCCURRED:_____

_____

_____

_____

NAMES OF WITNESSES:_____

_____

_____

WHAT STEPS HAVE BEEN TAKEN TO PREVENT SIMILAR ACCIDENT:

_____

_____

_____

_____

_____

DATE_____ 19_____ SUPERVISORS SIGNATURE_____

BUS EVACUATION PROCEDURES

1. Forest Home: notify Jim Halls or representative 794-1127

   Cedar Falls: notify Matt Dopp or representative 794-2911

   Loch Leven: notify Ira Hall or 794-2507
   Charlie Griffeth 794-6657

   Notify site representative that the students are going to be evacuated.

2. Notify Nat Lamm:
   Office 1-953-3976
   Home 1-541-2010

3. If necessary, Mr. Lamm or Dr. Martinez will:
   a. Notify principals of schools to be evacuated, who, in return, will notify parents.
   b. Verify arrangements for receiving students at downtown schools.
   c. If unable to reach school principal or district office contact a the Yucaipa Bus Service (797-2004) for immediate service.

BUS INFORMATION

1. School districts must provide their own bus transportation.
2. Buses should be in good running condition and should be on a regular maintenance schedule.
3. Drivers should be trained in mountain driving.
4. Buses should be provided with 2-way radios.
5. Buses should carry tire chains during the snow season.
6. Buses should have first aid kits aboard.
7. A certificated teacher must accompany students on each bus.

BUS COMPANY PHONE NUMBERS

**1.	YUCAIPA BUS SERVICE	797-2004
	Night number	797-4889 or 797-6015
2.	HOT DOGGER SKI LINE (located in Whittier)	(213)693-0086
3.	TAYLOR BUS COMPANY	634-4536
	After 5:00 p.m.	996-9175
4.	ORANGE UNIFIED SCHOOL DISTRICT BUSES	997-6357

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** The Orange County Department of Education has a contract with the Yucaipa Bus Service to transport children day or night in case of an emergency.

FIRE ALARM PROCEDURES

Forest Home: After the buses arrive on the first day the staff and students will assemble and discuss emergency alarm procedures. On Tuesday, when the students are in camp the Central Dispatch will sound the fire alarm. This will occur at 6:00 p.m. The staff and students will assemble at the dining hall.

Loch Leven: After the buses arrive on Monday, the staff and students will assemble at the lower parking lot to discuss emergency alarm procedures.

Cedar Falls: After the buses arrive on Monday, the staff and students will assemble at the fire circle to discuss emergency alarm procedures. This will occur at 11:00 a.m.

ALARMS

Emergency	Forest Home Signal	Loch Leven/Cedar Falls Signal
Fire IN Camp	High/Low Siren	1 continuing blast
Fire OUT of Camp	6 blasts of horn	1 continuing blast
Rescue	3 blasts of horn	none
Civil Defense	1 continuing blast	1 continuing blast
Earthquake	none	none
Flood/Windstorm	none	none
Sudden Flash of Light and/or Explosion Procedures	none	none

Additional Information

Fire drills will be conducted monthly throughout the year. Staff drill simulations for emergencies listed above, will be conducted at least twice during the year. At Loch Leven, for any emergency, all students and staff will assemble at the lower parking lot.

FIRE PLAN

Fire Out of Camp

Signals:

1. At Forest Home six long blasts on the air horn followed by six long blasts, repeated at intervals, is the signal for all people to immediately return to camp.
2. At Loch Leven and Cedar Falls one long blast of the air horn is the signal for fire and all people should return to camp immediately.

Assembly:

1. At Forest Home the staff and students will be directed to assemble at the parking lot.
2. At Cedar Falls the staff and students will be directed to assemble at the baseball field.
3. At Loch Leven the staff and students will be directed to assemble at the lower parking lot.
4. Each Cabin Leader will count his/her students and report the number of students to the Outdoor School Principal.
5. The Principal will notify the Forest Service (794-1123) and either:

Forest Home Security/Maintenance	794-1127, x239
Manager of Cedar Falls	794-2911
Manager of Loch Leven	794-2507

Fire in Camp

1. Staff will call Forest Home maintenance (794-1127, x239 or 794-2359) and report the fire and its location.

   Staff will call the manager of Cedar Falls (794-2911).

   Staff will call CENTRAL DISPACTH (864-0911) and then call the manager at Loch Leven (794-2507 or 794-6657).

2. Staff will accompany the students to the designated safety areas and count them.
3. If the designated safety area is on fire, move children away from the danger area (to the creek bed).
4. Call San Bernardino Forest Service (794-1123).

ATTACK/EARTHQUAKE PLAN

The Orange County Outdoor School sites at Forest Home, Loch Leven and Cedar Falls are located on the Mill Creek Fault which joins the San Andreas Fault. The San Bernardino Mountains are still growing and slight "tremors" and "shakes" are not uncommon.

The Orange County Outdoor School staff working at Forest Home, Loch Leven and Cedar Falls should be prepared for an earthquake or attack and know the procedures to follow.

Preparedness Before an Attack/Earthquake

1. Each staff member shall have a flashlight and a first aid kit.
2. Each staff member shall know the location of the fuse box and the valves controlling water and gas in their cabin; and how they operate.
3. Each staff member shall know directions to the Yucaipa Clinic and Redlands Hospital.
4. Each staff member shall know the emergency phone number for fire and other emergencies - 864-0911. When using this number inform the dispatcher of:
    a. Your location (Forest Home, Loch Leven or Cedar Falls)
    b. Nature of emergency (fire, earthquake, etc.)
    c. What type of assistance you require (fire truck, ambulance, etc.)

During an Attack/Earthquake

1. If indoors - remain inside, direct the students to get under a bunk, table, or stand in a doorway. After-shocks may occur immediately.
2. Keep students inside. Falling glass, plaster, bricks, debris and electrical lines can kill or injure.
3. If outside - move away from buildings and power lines, stay in the open away from large trees (i.e., bus parking lot, creek bed).
4. Keep the students calm. Do not let them panic. Sing quiet songs or tell a quiet story.

After an Attack/Earthquake

1. Extinguish open flames.
2. Provide emergency first aid to students in danger of death from bleeding, inability to breathe, etc. and send two children for help.
3. Take all students to the designated safety areas and await further instruction from Forest Home/Loch Leven/Cedar Falls staff, Forest Service and the Outdoor School Principal.

FLOOD PLAN

Forest Home is located near Mill Creek which is usually a slow moving, winding stream of crystal clear water. It is not unusual to receive a foot or more of rain in some downpours. When this occurs, Mill Creek becomes a raging, brown mass of water and extends from bank to bank. The water can rise as much as two feet per hour in a heavy rain.

In the event of a heavy rain, causing Mill Creek to flood, the following procedures should be followed.

1. If a hiking group is on the north side of the creek, away from the main camp, do not try to cross. Stay calm, keep the children dry and wait for help before attempting to cross the creek.

2. If you are on the south side of the creek in the main camp, keep the children calm, dry and safe. If the water reaches the highway or main lodge the children should be moved to Hormel Hall which is approximately 50 feet higher than the highway.

3. Call Emergency (864-0911) and give them as much information as you can and specify the exact type of assistance needed.

4. Notify maintenance (794-1127, x239 or 794-2359).

5. Notify Nat Lamm 1-953-3976 Home: 1-541-2010
   or, if unavailable,
   Gil Martinez 1-953-3970 Home: 1-662-2400

Cedar Falls is situated near Forcee Creek. In case of flooding:

1. Move children and staff to a housing unit in the area of camp with the highest elevation.

2. Call emergency (864-0911) and give them as much information as you can. Specify the exact type of assistance needed.

3. Notify maintenance (794-2911).

4. Notify Nat Lamm 1-953-3976 Home: 1-541-2010
   or, if unavailable,
   Gil Martinez 1-953-3970 Home: 1-662-2400

Loch Leven is located on Mountain Home Creek. In the event of high water:

1. Use the bridge along Mountain Home Canyon Road if the in-camp bridges are flooded.

2. If children are in upper camp during flooding, they should stay there until help comes.

3. Call emergency (864-0911) and given them as much information as you can. Specify the exact type of assistance needed.

4. Notify the camp manager (794-2507) or assistant (794-6657).

5. Notify Nat Lamm 1-953-3976 Home: 1-541-2010
or, if unavailable,
Gil Martinez 1-953-3970 Home: 1-662-2400

SEARCH AND RESCUE PLAN

Person Lost, Missing or Runaway

Search and Rescue Procedure

When a student is discovered to be missing, the Outdoor School Principal or person in charge will be notified immediately. The security/maintenance staff at each site will be notified (Forest Home 794-1127, x239 or 794-2359; Cedar Falls 794-2911; Loch Leven 794-2907). Forest Home will sound the fire alarm with six repeated blasts. Loch Leven and Cedar Falls will sound the fire alarm with one extended blast. All staff/students will go directly to the designated safety area to determine if a child is truly missing. The classroom teachers will supervise the students while the Orange County Outdoor School staff conducts a complete search of all buildings and areas in and around the site.

If the missing student is located, the fire alarm will be used to signal the "all clear" (6 repeated blasts at Forest Home, 1 extended blast at Cedar Falls and a series of short blasts at Loch Leven).

If the child is not found after one hour, the Outdoor School Principal will notify the San Bernardino County Sheriff's Search and Rescue Team (797-1145).

Lost Person(s) or Trail Group

Children will be instructed in the basic safety rules and regulations before hiking on any wilderness trail. Each trail teacher will be provided with a MASTER SCHEDULE - WEEKLY SCHEDULE at the beginning of each week, indicating the time he/she expects to take his/her group out, the area in which he/she plans to hike and the time he/she is expected to return. The schedule will be placed on the office bulletin board each Monday morning. This will allow the Outdoor School Principal to be informed of the location of all trail teachers and students.

If a trail group or student does not return as scheduled and there is reason to believe that someone is missing, the Outdoor School Principal or his representative will question other trail teachers and staff to gather information, and will drive as close as possible to the located where the lost group or individual is believed to be. In the event that the group is still not located, the Outdoor School Principal or person in charge will notify the San Bernardino County Sheriff's Search and Rescue Team in Yucaipa (794-1145). The Outdoor School Principal will also contact his immediate supervisor, Nat Lamm (1-953-3976; home 1-541-2010). The parents of the lost student(s) will also be contacted and kept informed of the situation and developments.

FOOD POISONING OR CAMP EPIDEMIC

The food service is an essential part of the Outdoor School program and one of the most important factors contibuting to the health and well-being of students and staff. It is necessary that the Outdoor School Principal and the Outdoor School Nurse and County Dietician be informed of all health regulations established by the Orange County Department of Education and the San Bernardino County Health Department.

The Outdoor School Principal and the Outdoor School Nurse will review the weekly menu and the procedures for storage, handling and preparation of food.

In the event that an epidemic does break out in the camp, or that many students and staff become ill, the following procedures will be followed by the Outdoor School Principal.

1. Contact the Business Manager or a representative of the Forest Home Corporation, 794-1127. At Cedar Falls contact the Business Manager at 794-2911. At Loch Leven contact the Camp Manager at 794-2507.

2. Contact the San Bernardino County Health Department, 793-2261, and the Orange County Department of Education, 953-3976 (Nat Lamm). or 953-3970 (Gil Martinez).

3. Record the names and home phone numbers, symptoms of illness, temperatures, and all food consumed by each ill person. (This information should be available when the officials from the County Health Department arrive at the camp site.)

4. Contact as many parents of sick children as soon as possible and keep them informed of the medical condition of the children.

5. Notify the school principals of sick children that buses may be needed to transport them home.

If the food poisoning or epidemic is extremely serious, the camp will be closed and all children and staff will be sent home.

RATTLESNAKE, INSECT OR SPIDER BITE

The only native poisonous snake in California is the rattlesnake. The Outdoor School Principal will meet with his staff several times a year to discuss treatment of rattlesnake bite. It is advisable that at one of these meetings a physician be present to answer questions about such treatment.

Each staff member is required to carry a first aid kit* at all times while hiking in the out-of-doors. A snake-bite kit will be included in the first aid kit for the visiting certificated classroom teacher and the Outdoor School staff.

Each staff member must be extremely careful where he/she hikes with his/her trail group, particularly on hot sunny days. The group must stay on the trail at all times. Each group will be advised of the danger of poisonous snakes before hiking on the trail, and each person must be alert at all times, even at night when the rattlesnake may be moving about in search of food. If a rattlesnake is seen, remember to give it plenty of room and leave it alone!

If someone is bitten by a rattlesnake your first efforts should be directed toward calming the victim. Do not allow the patient to move about. Remove rings and bracelets or other constricting items. Cleanse the wound with soap and water or antiseptic. Apply a lightly constricting band above and below the fang marks. The band should occulde lymphatic or superficial venous blood flow. Immobilize the affected area. Apply an ice bag over the area but do not pack in ice. The victim should then be transported to the nearest hospital or clinic.

Some children are extremely allergic to animal (insect) bites.** This information should be indicated under Pupil Health Information on the Confidential Information Form (pink, Exhibit "B") for each student.

The Outdoor School staff has been trained to recognize poisonous spiders, most commonly the Black Widow and the Violin Spider. In the event a student or staff member is bitten by one of these spiders, the Outdoor School Principal or Nurse will immediately apply a narrow constricting band to stop the flow of poison, pack the area in ice until swelling subsides and treat for shock. Keep the affected area below the level of the heart. Determine and record the victim's vital signs. The victim should be taken to the hospital as soon as possible.

(When applying ice, be sure it is wrapped in a cloth or an icebag. It should never be appliced directly to skin or for long periods of time. See Accidents and Injury to Students and Staff.)

** The Outdoor School Principal will provide each Orange County Staff member and visiting teacher with a first aid kit. These kits will be inspected and repacked by the Outdoor School nurse as needed. According to the Education Code it is necessary for an orange County employee and/or visiting teacher, who is accompanying students on a nature hike, to carry a first aid kit for emergency care.*

*** If a bee sting or insect bite does have a serious affect on a child the stinger should be removed by "scraping"; do not attempt to grasp stinger with tweezers or between your fingers. Apply a lightly constricting band and ice. The child should be treated for shock and taken to the hospital as soon as possible.*

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